



RECOMMENDED SUBMISSIONS

Please submit any of the following documents applicable to your company. You may be requested to submit other documentation as requested upon review by Office of Equal Opportunity.

Please submit the following for review:	
Completed Application (Affidavit MUST be notarized)	
Office Lease or Rental Agreement	
Liability Insurance Certificate	
Worker's Compensation Certificate	
Bank Resolution, Signature Card & Bank Statements	
Indication of local taxes paid	
Federal tax returns (past 2 years)	
6 Copies of Cancelled Business Checks, Front & Back	
Financial Statements/Loans (past 2 years)	
6 signed copies of past contracts, purchase orders and/or invoices evidencing services or products your company produces	
NAICS codes with documentation (if available)	
Statement of Qualifications of Company	
Articles of Incorporation: Ownership, State Certificates & Board Minutes <i>(if applicable)</i>	
Share Ledger & Stock Certificates <i>(if applicable)</i>	
Proof of Stock Purchase and/or Company Acquisition	
Proof of capital investment contributions	
Licenses obtained under special trades or business	
Documentation from accepted Sustainable Organization	
3 Distributorship Agreements <i>(for suppliers only)</i>	
List of Equipment Owned/Leased	
Equipment Lease or Rental Agreement	
Birth Certificate, Driver's License or Passport	
Resume of All Principal Officers	
Business Cards and Company Brochure	